Michigan Department of Treasury 496 (02/06)

**Auditing Procedures Report** 

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type					Local Unit Name	County
County	City	⊠Twp	□Village	Other	MAPLE GROVE TOWNSHIP	BARRY
Fiscal Year End 3-31-2006		Opinion Date 6-22-2007		Date Audit Report Submitted to Si 6-27-2007	iate	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

	3		
	YES	N <sub>o</sub>	Check each applicable box below. (See instructions for further detail.)
1.	$\boxtimes$		All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2.	×		There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3.	X		The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4.	$\boxtimes$		The local unit has adopted a budget for all required funds.
5.	×		A public hearing on the budget was held in accordance with State statute.
6.	$\times$		The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7.	X		The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8.	X		The local unit only holds deposits/investments that comply with statutory requirements.
9.	×		The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the <i>Bulletin for Audits of Local Units of Government in Michigan</i> , as revised (see Appendix H of Bulletin).
10.	$\boxtimes$		There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11.	X		The local unit is free of repeated comments from previous years.
12.	X		The audit opinion is UNQUALIFIED.
13.	×		The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14.	X		The board or council approves all invoices prior to payment as required by charter or statute.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

15. X To our knowledge, bank reconciliations that were reviewed were performed timely.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)		
Financial Statements	$\boxtimes$	2		
The letter of Comments and Recommendations	X		1:	
Other (Describe)				
FOOTE AND LLOYD, C.P.A.s		Telephone Number (269) 962-7518		
TWO WEST MICHIGAN, SUITE 210		BATTLE CREEK	State	<sup>Zip</sup> 49017
		HARLES W. FOOTE	1,000 (0.00)	Number 007397

### MAPLE GROVE TOWNSHIP BARRY COUNTY, MICHIGAN

REPORT OF AUDIT AS OF MARCH 31, 2006

FOOTE AND LLOYD CERTIFIED PUBLIC ACCOUNTANTS BATTLE CREEK, MICHIGAN

### MAPLE GROVE TOWNSHIP BARRY COUNTY, MICHIGAN

#### OFFICIARY

Rodney Crothers Supervisor

Ginger Cole Treasurer

Susan Butler Clerk

James Heyboer Trustee

Dough Westendorp Trustee

Population 1,376 (2000)

March 31, 2006

#### **MAPLE GROVE TOWNSHIP**

#### **Contents**

Independent Auditor's Report	1
Management's Discussion and Analysis	2-3
Basic Financial Statements	
Government-Wide Financial Statements:	
Statement of Net Assets	4
Statement of Activities	5
Fund Financial Statements:	
Balance Sheet - Governmental Funds	6
Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds	7
Statement of Net Assets - Component Units	8
Statement of Activities - Component Units	9
Notes to Financial Statements	10-17
Required Supplemental Information	
Budgetary Comparison Schedule - General Fund (Major Special Revenue Funds)	18
Additional Information	
General Fund Balance Sheet	19
Statement of Revenues, Expenditures & Changes in Fund Balance - Budget & Actual	20
All Special Revenue Funds Combining Balance Sheet Combining Statement of Revenues, Expenditures & Changes in Fund Balances	22 23
Fire & Ambulance Voted Fund Balance Sheet	24
Statement of Revenues, Expenditures & Changes in Fund Balance - Budget & Actual	25

#### **MAPLE GROVE TOWNSHIP**

#### Contents

(Continued)

Wilcox Cemetery Fund Balance Sheet Statement of Revenues, Expenditures & Changes in Fund Balance - Budget & Actual	26 27
Roads Voted Fund Balance Sheet Statement of Revenues, Expenditures & Changes in Fund Balance - Budget & Actual	28 29
Statement of Changes in Assets & Liabilities - Trust & Agency Fund Reconciliation of 2005 Tax Roll Detailed Summary of Expenditures & Transfers - General Fund	30 31 32
Letter of Comment and Recommendation	34

Foote and Lloyd

CERTIFIED PUBLIC ACCOUNTANTS TWO WEST MICHIGAN, SUITE 210 BATTLE CREEK, MI 49017 TELEPHONE (269) 962-7518 FAX (269) 962-7510

CHARLES W. FOOTE \*DONALD L. LLOYD ---GLEN C. SAUER MEMBERS: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

MICHIGAN ASSOCIATION CERTIFIED PUBLIC ACCOUNTANTS

\*FLORIDA INSTIUTE OF CERTIFIED PUBLIC ACCOUNTANTS

#### INDEPENDENT AUDITOR'S REPORT

Maple Grove Township Barry County, Michigan

We have audited the accompanying general-purpose financial statements of Maple Grove Township, Barry County, Michigan, as of and for the year ended March 31, 2006, as listed in the table of contents. These general-purpose financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and including those prescribed by the State Treasurer. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Maple Grove Township, Barry County, Michigan, as of March 31, 2006, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The combining, individual fund, and the individual account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of Maple Grove Township, Barry County, Michigan. Such information has been subjected to the auditing procedures applied in the examination of the general-purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general-purpose financial statements taken as a whole.

CERTIFIED PUBLIC ACCOUNTANTS

Foote and Lloyd

Battle Creek, Michigan June 22, 2007

### MAPLE GROVE TOWNSHIP Management's Discussion and Analysis

#### **Using this Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Township as a whole and present a longer-term view of the Township's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the Township's operations in more detail than the government-wide financial statements.

#### The Township as a Whole

In a condensed format, the table below shows net assets as of fiscal year-end:

	3-31-06	3-31-05 (Not Audited)
Current Assets Noncurrent Assets	270,589 18,756	265,928 20,101
Total Assets	289,345	286,029
Other Liabilities	<u>-</u>	250
Total Liabilities	-	250
Net Assets Invested in Capital Assets - Net of Debt Restricted for Perpetual Care Unrestricted  Total Net Assets	18,756 13,458 257,131 289,345	20,101 13,709 251,969 285,779

The following table shows the changes of the net assets:

	Governmer 3-31-06	ntal Activities 3-31-05 (Not Audited)
Program Revenues		
Charges for Services	6,485	3,820
General Revenues		
Property Taxes	110,370	97,767
State-Shared Revenues	97,117	96,252
Unrestricted Investment Earnings	1,797	667
Miscellaneous	3,457	4,977
Transfers	(4,000)	(4,000)
Total Revenues	215,226	199,483

### MAPLE GROVE TOWNSHIP Management's Discussion and Analysis Page 2

	Governme 3-31-06	ntal Activities 3-31-05 (Not audited)
Program Expenses General Government Public Safety Public Works Health and Welfare	84,037 22,330 84,557 	121,894 20,000 74,803 14,948
Total Expenses	211,660	231,645
Change in Net Assets	<u>3,566</u>	(32,162)

Our local unit's financial position has deteriorated slightly during the past year due to cuts in state revenue sharing funds.

There was a small increase in the tax base during the year. There was a tax abatement given to a new business which started.

Variances between the final budget and the actual results were due largely to reduction of state revenue sharing revenue.

At this time, we think that these factors should not impact future services.

The township has no long-term debts and is considering one capital expenditure of 1/3 of the cost of a new ambulance.

Based upon known facts, our unit will probably not have a significant change in its financial position.

We have no infrastructure.

Separately issued financial statements for the Transfer/Recycling Board are available for inspection at the Maple Grove Township office.

#### MAPLE GROVE TOWNSHIP GOVERNMENT-WIDE STATEMENT OF NET ASSETS MARCH 31, 2006

	Pı	_		
	Governmental	Business-Type		Component
	Activities	Activities	Total	Units
Assets				
Cash and Cash Equivalents	270,589	-	270,589	1,186
Receivables (Net)	-	-	-	-
Prepaid Expenses	-	-	-	-
Capital Assets-Net	18,756	<u> </u>	18,756	19,500
Total Assets	289,345	-	289,345	20,686
Liabilities				
Accounts Payable	-	-	-	-
Due to Other Governmental Units	-	-	-	-
Total Liabilities	-	-	-	-
Net Assets				
Invested in Capital Assets				
Net of Related Debt	18,756	-	18,756	19,500
Restricted for				
Perpetual Care	13,458	-	13,458	-
Unrestricted	257,131	<u>-</u>	257,131	1,186
Total Net Assets	289,345		289,345	20,686

#### MAPLE GROVE TOWNSHIP GOVERNMENT-WIDE STATEMENT OF ACTIVITIES FISCAL YEAR ENDED MARCH 31, 2006

		Program Revenues			Net (Expense) Revenue and Changes in Net Assets			
			Operating	Capital	Prin	nary Government		
		Charges for	Grants and	Grants and	Governmental	Business-Type		Component
Functions/Programs	<u>Expenses</u>	<u>Services</u>	Contributions	Contributions	<u>Activities</u>	<u>Activities</u>	<u>Total</u>	<u>Units</u>
Primary Government								
General Government	84,037	4,885	-	-	(79,152)	-	(79,152)	-
Public Safety	22,330	1,600	-	-	(20,730)	-	(20,730)	-
Public Works	84,557	-	-	-	(84,557)	-	(84,557)	-
Health and Welfare	20,736				(20,736)		(20,736)	
Total Governmental Activities	211,660	6,485	-	-	(205,175)	-	(205,175)	-
Business Type-Activities								
None								
Total Primary Government	211.660	6.485			(205,175)	-	(205,175)	-
Component Units								
Transfer/Recycling Board	43,574	25,928	8,000		<del>-</del>			(9,646)
Total Component Units	43,574	25,928	8,000		-	-	-	(9,646)
	General Rev	enues/						
	Property T	axes			110,370	-	110,370	
	State-Shar	ed Revenues			97,117	-	97,117	
	Unrestricte	ed Investment	Earnings		1,797	-	1,797	
	Miscellane	ous			3,457	-	3,457	
	Transfers				(4,000)		(4,000)	4,000
	Total Genera	al Revenues	Special Items an	d Transfers	208,741	<u>-</u>	208,741	4,000
	Change in N	et Assets			3,566	-	3,566	(5,646)
	Net Assets -	Beginning			285,779	<u>-</u>	285,779	26,332
	Net Assets -	Ending			289,345		289,345	20,686

#### MAPLE GROVE TOWNSHIP **GOVERNMENTAL FUND BALANCE SHEET MARCH 31, 2006**

	General Fund	Fire & Ambulance Fund	Cemetery Fund	Road Voted Fund	Total Governmental Funds
Assets	<b>50.000</b>	404.044	40 700	0.4.000	070.500
Cash and Cash Equivalents	56,300	161,241	18,726	34,322	270,589
Receivables - Net	<u> </u>	161 241	10.706	24 222	270 500
Total Assets	56,300	161,241	18,726	34,322	270,589
Liabilities					
Due to Other Government Units					
Total Liabilities	-	-	-	-	-
Fund Balances					
Reserved for					
Perpetual Care	-	-	13,458	-	13,458
Unreserved	56,300	161,241	5,268	34,322	257,131
Total Fund Balances	56,300	161,241	18,726	34,322	270,589
Amounts reported for governmental a	activities in the	statement of ne	et assets are dif	ferent because	:

Amounts reported for governmental activities in the statement of net assets are different because:

<sup>\*</sup>Capital assets used in governmental activities are not financial resourses and are not reported in the funds. 18,756 Net Assets of Governmental Activities 289,345

#### MAPLE GROVE TOWNSHIP GOVERNMENTAL FUND STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE FISCAL YEAR ENDED MARCH 31, 2006

	General <u>Fund</u>	Fire & Ambulance Voted Fund	Cemetery Fund	Roads Voted Fund	Total Governmental <u>Funds</u>	
Revenues						
Taxes and Administration Fees	42,016	34,177	-	34,177	110,370	
State-Shared Revenues	97,117	-	-	-	97,117	
Charges for Services	-	-	3,065	-	3,065	
Rentals	1,820	-	-	-	1,820	
Interest	426	605	560	206	1,797	
Other Revenue	3,457	1,600	<u>-</u>		5,057	
Total Revenues	144,836	36,382	3,625	34,383	219,226	
Expenditures Current						
General Government	76,129	-	10,562	-	86,691	
Public Safety	-	22,330	-	-	22,330	
Public Works	-	-	-	84,557	84,557	
Health and Welfare		20,736		_	20,736	
Total Expenditures	76,129	43,066	10,562	84,557	214,314	
Excess of Revenues Over (Under) Expenditures Other Financing Sources (Uses)	68,707	(6,684)	(6,937)	(50,174)	4,912	
Transfers In		40.000	6 000	40.000	96 000	
Transfers (Out)	(86,000)	40,000	6,000	40,000	86,000 (86,000)	
Transiers (Out)	(80,000)	<del>-</del>		<u>-</u>	(80,000)	
Excess of Revenue and Other Sources Over (Under) Expenditures and						
Other Uses*	(17,293)	33,316	(937)	(10,174)	4,912	
Fund Balance - Beginning of Year	73,593	127,925	19,663	44,496	265,677	
Fund Balance - End of Year	56,300	161,241	18,726	34,322	270,589	
Amounts reported for governmental a different because:	ctivities in the s	tatement of activ	vities are			
*Governmental funds report capital or of activities, these costs are allocated.					4.040	
depreciation.					1,346	
Change in Net Assets of Governmental Activities						

The Notes to Financial Statements are an integral part of this statement.

#### MAPLE GROVE TOWNSHIP STATEMENT OF NET ASSETS - COMPONENT UNIT MARCH 31, 2006

	Transfer/ Recycling <u>Board</u>
Assets	
Cash and Cash Equivalents Fixed Assets	1,186 19,500
Total Assets	20,686
Liabilities	
Accounts Payable	
Total Liabilities	-
Net Assets	
Invested in Capital Assets (net of any related debt) Unrestricted	19,500 1,186
Total Net Assets	20,686

#### MAPLE GROVE TOWNSHIP STATEMENT OF ACTIVITIES - COMPONENT UNIT FISCAL YEAR ENDED MARCH 31, 2006

		D	rogram Dovonus		(Expense) Re Changes in N	let Assets
Functions/Programs	<u>Expenses</u>	Charges for Services	ogram Revenue Operating Grants and Contributions	Capital Grants and Contributions	Primary Gov Transfer/ Recycling Board	<u>Total</u>
Transfer/Recycling Board						
Public Works	43,574	25,928	8,000	<u>-</u>	(9,646)	(9,646)
Total Transfer/Recycling Board	43,574	25,928	8,000	<del>_</del>	(9,646)	(9,646)
Total Primary Government	43,574	25,928	8,000	<u>-</u>	(9,646)	(9,646)
	<b>General Reven</b> Transfers	ues and Transf	ers		4,000	4,000
	Total Gen	eral Revenues a	and Transfers		4,000	4,000
	Change in Net A	Assets			(5,646)	(5,646)
	Net Assets - Be	ginning			26,332	26,332
	Net Assets - En	ding			20,686	20,686

9

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the local Governmental Unit conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Local Governmental Unit:

#### A. Reporting Entity

Maple Grove Township was organized in 1845 and covers an area of 36 square miles. The Township is governed by an elected five-member board. The accompanying financial statements present the government and its component unit, an entity for which the government is considered to be financially accountable. Although blended component units are legal separate entities, in substance, they are part of the government's operations. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government (see discussion below for description).

Blended Component Units - There are no blended component units.

**Discretely Presented Component Units** - The following component unit is reported with the "component units" column in the combined financial statements. The discretely presented component unit is an entity that is legally separate from the Local Governmental Unit, but for which the unit is financially accountable, or its relationship with the unit is such that exclusion would cause the unit's financial statements to be misleading or incomplete.

The area-wide Transfer/Recycling Board is a joint venture supported by Castleton Township, Maple Grove Township and the Village of Nashville. The members of its board are appointed by the boards and council of the three local governments, and each of the three governments supplies the Board with appropriations for operations. The joint venture provides recycling and disposal services for the area governed by the three previously mentioned governments.

#### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

The Township property tax is levied on each December 1<sup>st</sup> on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31<sup>st</sup>.

Although the Township ad valorem tax is levied and collectible on December 1, it is the Township's policy to recognize revenue from the current tax levy in the subsequent year OR the current year when the proceeds of this levy are budgeted and made "available" for the financing of operations. "Available" means collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period (60 days).

The 2005 taxable valuation of the Township totaled \$35,209,388, on which ad valorem taxes levied consisted of .91670 mills for the Township operating purposes, .97340 mills for fire and ambulance services, and .97340 for road maintenance. These amounts are recognized in the respective financial statements as taxes receivable-current or as tax revenue.

All other revenue items are considered to be available only when cash is received by the government.

The government reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

There are also three Special Revenue Funds named Fire and Ambulance Voted which primarily collects and distributes tax revenues for the fire and ambulance activities, Roads Voted which primarily collects and distributes tax revenues for road maintenance activities and Wilcox Cemetery Fund which primarily collects fees for services and distributes them to pay for those services.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### D. Assets, Liabilities, and Net Assets or Equity

<u>Bank Deposits and Investments</u> – Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

<u>Receivables and Payables</u> – In general, outstanding balances between funds are reported as "due to/from other funds." Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "advances to/from other funds." Any residual balances outstanding between the governmental activities and any business-type activities are reported in the government-wide financial statements as "internal balances."

All trade and property tax receivables are shown as net of allowance for uncollectible amounts. Properties are assessed as of December 31. Summer school taxes are levied July 1 and payable by September 15. All other property taxes are levied December 1 and payable by February 14. Taxes are considered delinquent on March 1<sup>st</sup> of the following year, at which time penalties and interest are assessed and they are added to the county tax rolls..

<u>Inventories and Prepaid Items</u> – Inventories are valued at cost, on a first-in, first-out basis. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

<u>Capital Assets</u> – Capital assets, which include property, plant, equipment, infrastructure assets (e.g. roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$1,500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimates historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Interest incurred during the construction of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. During the current year, no interest expense was capitalized as part of the cost of assets under construction.

Property, plant and equipment is depreciated using the straight-line method over the following useful lives:

Buildings20 to 40 yearsBuilding Improvements15 to 30 yearsOffice Furniture5 to 15 yearsComputer Equipment3 to 7 yearsOther Equipment5 to 15 years

<u>Fund Equity</u> - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The differences between the government-wide and fund financial statements are reconciled as shown at the bottom of the fund financial statements.

#### NOTE 3 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

<u>Budgetary Information</u> - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a line item basis. The approved budgets of the Township for these budgetary funds were adopted to the line item level.

During the year ended March 31, 2006, the Township incurred expenditures in no budgetary funds which were in excess of the amounts appropriated.

#### NOTE 4 - DEPOSITS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Local Governmental Unit Board has designated two banks for the deposit of Local Unit funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of State statutory authority as listed above.

The Local Governmental Unit's deposits and investment policy are in accordance with statutory authority.

#### **NOTE 4 - DEPOSITS AND INVESTMENTS (Continued)**

At year-end, the Local Unit's deposits and investments were reported in the basic financial statements in the following categories:

	Governmental Activities	Business-Type Activities	Fiduciary <u>Funds</u>	Total Primary Government	Component <u>Units</u>
Cash and Cash					
Equivalents	257,131	-	-	257,131	1,186
Investments	11,726	-	-	11,726	-
Restricted Assets	1,732			1,732	
Total	270,589	<del>_</del>		270,589	1,186

The breakdown between deposits and investments is as follows:

	Primary <u>Government</u>	Component <u>Units</u>
Bank Deposits (checking and savings accounts, certificates of deposit) Investments in Securities, Mutual	258,863	1,186
Funds and Similar Vehicles Petty Cash and Cash on Hand	11,726 	- -
Total	270,589	<u>1,186</u>

The bank balance of the primary government's deposits is \$261,522, of which \$107,031 is covered by federal depository insurance and \$0 is collateralized. The component unit's deposits had a bank balance of \$3,206 of which \$3,206 was covered by federal depository insurance and \$0 was collateralized.

Investments are categorized into these three categories of credit risk:

- 1. Insured or registered, or securities held by the Local Government Unit or its agent in the government's name;
- 2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the government's name; and
- 3. Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the Local Governmental Unit's name.

All investments are in category one.

#### NOTE 5 - RECEIVABLES

Receivables as of year-end for the government's individual major and nonmajor funds, and the internal service and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

#### NOTE 5 - RECEIVABLES (Continued)

	General <u>Fund</u>	Fire & Ambulance <u>Voted Fund</u>	Roads Voted <u>Fund</u>	Non-Major and Other <u>Funds</u>	<u>Total</u>
Taxes Receivable Gross Receivables Less: Allowance for		<del>-</del>		<del></del>	<del>-</del>
Uncollectibles		<del>-</del>			
Net Receivables		<u> </u>			

Governmental funds report deferred revenue in connection with receivables for revenue that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. At the end of the current fiscal year, the various components of deferred revenue are as follows:

	<u>Unavailable</u>	<u>Unearned</u>
Delinquent Property Taxes		<del>_</del>
Total	<del>_</del>	

#### **NOTE 6 - CAPITAL ASSETS**

Capital asset activity of the primary government for the current year was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities Capital Assets Not Being Depreciated				
Land Construction in Progress	7,800	<u>-</u>		7,800 
Subtotal	7,800	-	-	7,800
Capital Assets Being Depreciated				
Buildings	27,500	-	-	27,500
Improvements Other Than Buildings	-	-	-	-
Machinery and Equipment	9,180	-	-	9,180
Infrastructure	<del>-</del>		<del>-</del>	
Subtotal	36,680	-	-	36,680

#### **NOTE 6 - CAPITAL ASSETS (Continued)**

Less: Accumulated Depreciation for Buildings Improvements Other Than Buildings	16,844	687 -	-	17,531
Machinery and Equipment Infrastructure	7,535 	658 		8,193 
Subtotal	24,379	<u>1,345</u>		25,724
Net Capital Assets Being Depreciated	12,301	<u>1,345</u>	<u> </u>	10,956
Governmental Activities Capital Total Capital Assets – Net of Depreciation	20,101	<u>1,345</u>		<u> 18,756</u>
Depreciation expense was charged to progra	ams of the pr	imary governmer	nt as follows:	
Governmental Activities Unallocated			1,345	
Total Governmental Activities			<u>1,345</u>	
Discretely Presented Component Units Transfer/Recycling Board			1,500	
Total Discretely Presented Component Units	3		<u>1,500</u>	

#### **NOTE 7 - RISK MANAGEMENT**

The Township's insurance for Workers' Compensation, General Liability and Property Loss and Fleet insurance is carried by an insurance company. The Township is not self-insured other than for minimal deductibles. No known material claims are outstanding. Insurance coverage is substantially the same as in previous years.

#### NOTE 8 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS

The Township has a defined contribution pension plan for the elected officials. Contributions for the past three years are:

3-31-03	\$5,729
3-31-04	6,076
3-31-05	6,040

#### NOTE 8 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant and specifies how contributions to the individual's account are to be determined instead of specifying the amounts of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account and the returns earned on investments of those contributions.

The plan held no securities of the Township or other related parties during the year or as of the close of the fiscal year.

#### **NOTE 9 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Use of Estimates:

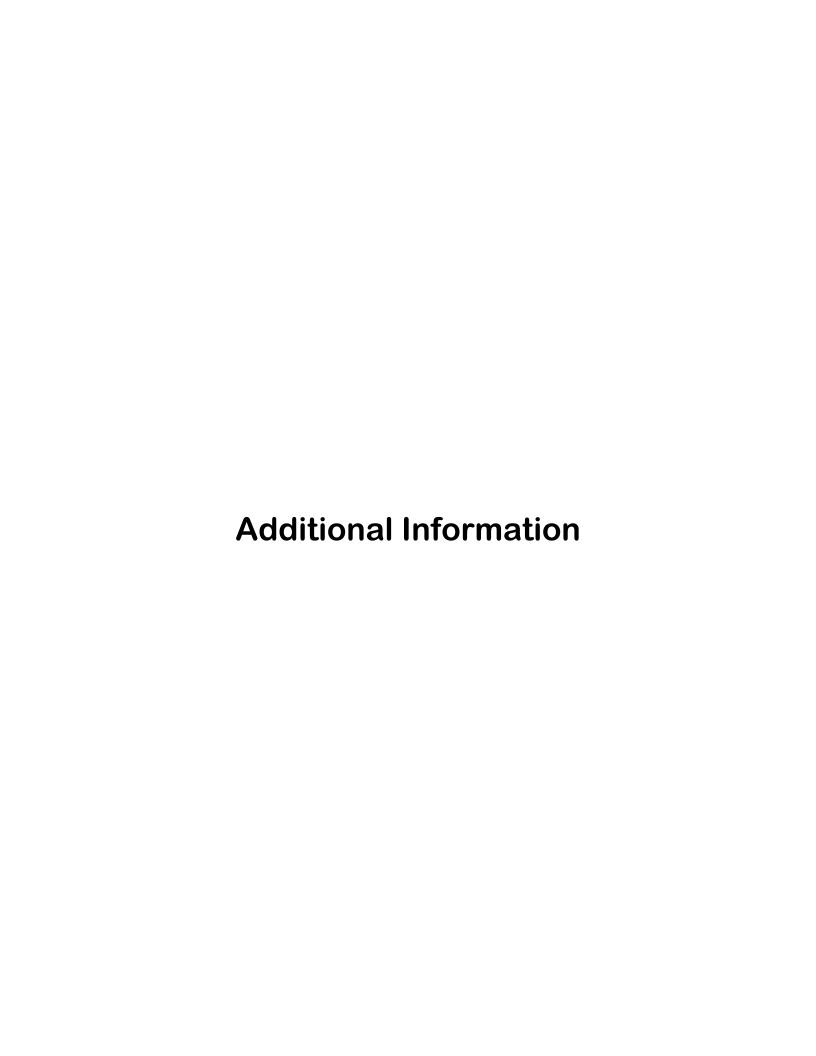
The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.



## MAPLE GROVE TOWNSHIP BUDGETARY COMPARISON SCHEDULE GENERAL FUND (MAJOR SPECIAL REVENUE FUNDS) FISCAL YEAR ENDED MARCH 31, 2006

	Original Budget	Amended Budget	Actual	Variance with Amended Budget Favorable (Unfavorable)
Beginning of Year Fund Balance Resources (Inflows)	265,677	265,677	265,677	-
Property Taxes	105,000	105,000	110,370	5,370
State-Shared Revenues	83,800	83,800	97,117	13,317
Interest	1,100	1,100	1,797	697
Rentals	1,500	1,500	1,820	320
Charges for Services	2,700	2,700	3,065	365
Other	4,300	4,300	6,640	2,340
Amounts Available for Appropriation	464,077	464,077	486,486	22,409
Charges to Appropriations (Outflows) General Government				
Township Board	11,600	12,600	13,146	(546)
Board of Review	925	925	825	`100 <sup>′</sup>
Supervisor	10,000	10,000	9,900	100
Treasurer	10,000	10,000	10,000	-
Assessing	6,400	6,400	6,130	270
Clerk	10,840	10,840	10,500	340
Elections	2,000	2,302	2,282	20
Cemetery	15,700	15,700	13,962	1,738
Buildings and Grounds	7,050	7,050	5,367	1,683
Other	26,550	25,165	14,579	10,586
Public Safety				-
Fire	36,000	36,000	22,330	13,670
Health and Welfare				-
Ambulance	29,000	29,000	20,736	8,264
Public Works				-
Street Maintenance	101,000	101,000	84,557	16,443
Recreation and Culture				-
Library	1,500	1,583	1,583	<del>-</del>
Total Charges to Appropriations	268,565	268,565	215,897	52,668
Budgetary Fund Balance - End of Year	195,512	<u>195,512</u>	270,589	75,077

The Notes to Financial Statements are an integral part of this statement.



#### MAPLE GROVE TOWNSHIP BALANCE SHEET GENERAL FUND MARCH 31, 2006

#### **ASSETS**

Cash Delinquent Taxes Receivable	56,300 	50.000
TOTAL ASSETS	_	56,300
LIABILITIES AND FUND BALANCE		
Liabilities	-	
Fund Balance - Undesignated	56,300	
TOTAL LIABILITIES AND FUND BALANCE	_	56.300

# MAPLE GROVE TOWNSHIP STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE - BUDGET & ACTUAL GENERAL FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
2005 Tax Roll	32,000	32,272	272
Administration Fee	9,000	9,744	744
State - Shared Revenue	83,800	97,117	13,317
Interest	210	426	216
Rent	1,500	1,820	320
Other	4,300	5,040	740
Total Revenues	130,810	146,419	15,609
EXPENDITURES			
General Government			
Township Board	12,600	13,146	(546)
Supervisor	10,000	9,900	100
Assessor	6,400	6,130	270
Elections	2,302	2,282	20
Clerk	10,840	10,500	340
Board of Review	925	825	100
Treasurer	10,000	10,000	-
Township Hall	7,050	5,367	1,683
Union Cemetery	4,000	3,400	600
Cultural			
Library Board	1,583	1,583	-
Other Activities	25,165	14,579	10,586
Total Expenditures	90,865	77,712	<u>13,153</u>
EXCESS OF REVENUES OVER (UNDER)			
EXPENDITURES	39,945	68,707	28,762
OTHER FINANCING SOURCES (USES) Transfers to Other Funds			
Cemetery Fund	(6,000)	(6,000)	-
Fire & Ambulance Voted Fund	(40,000)	(40,000)	-
Roads Voted Fund	(40,000)	(40,000)	
Total Other Financing Sources (Uses)	(86,000)	(86,000)	-

The Notes to Financial Statements are an integral part of these statements.

MAPLE GROVE TOWNSHIP
STATEMENT OF REVENUES,
EXPENDITURES & CHANGES IN
FUND BALANCE - BUDGET & ACTUAL
- GENERAL FUND
Page -2-

	Budget	Actual	Variance Favorable (Unfavorable)
EXCESS OF REVENUES AND OTHER SOURCES (USES) OVER (UNDER) EXPENDITURES AND OTHER USES	(46,055)	(17,293)	28,762
FUND BALANCE - Beginning of Year	73,593	73,593	
FUND BALANCE - End of Year	27,538	56,300	28,762

#### MAPLE GROVE TOWNSHIP COMBINING BALANCE SHEET ALL SPECIAL REVENUE FUNDS MARCH 31, 2006

	Fire and Ambulance Voted Fund	Wilcox Cemetery Fund	Roads Voted Fund	Totals (Memo Only)
<u>ASSETS</u>				
Cash & Investments Delinquent Taxes Receivable	161,241 	18,726 	34,322	214,289
TOTAL ASSETS	161,241	18,726	34,322	214,289
LIABILITIES AND FUND BALANCES				
Liabilities None	-	-	-	-
Fund Balances Reserved for Perpetual Care Undesignated	- 161,241	13,458 <u>5,268</u>	- 34,322	13,458 200,831
TOTAL LIABILITIES AND FUND BALANCES	161,241	18,726	34,322	214,289

# MAPLE GROVE TOWNSHIP COMBINING STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES ALL SPECIAL REVENUE FUNDS FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Fire and Ambulance Voted Fund	Wilcox Cemetery Fund	Roads Voted Fund	Totals (Memo Only)
REVENUES				
2005 Tax Roll	34,177	-	34,177	68,354
Interest	605	560	206	1,371
Charges for Services & Sales	1,600	3,065	<u>-</u>	4,665
Total Revenues	36,382	3,625	34,383	74,390
EXPENDITURES				
Purchased Services	40,000	10,562	84,557	135,119
Other	3,066			3,066
Total Expenditures	43,066	10,562	84,557	138,185
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(6,684)	(6,937)	(50,174)	(63,795)
OTHER FINANCING SOURCES Transfers From General Fund	40,000	6,000	40,000	86,000
EXCESS OF REVENUE & OTHER FINANCING SOURCES OVER (UNDER)				
EXPENDITURES	33,316	(937)	(10,174)	22,205
FUND BALANCE - Beginning of Year	127,925	19,663	44,496	192,084
FUND BALANCE - End of Year	161,241	18,726	34,322	214,289

The Notes to Financial Statements are an integral part of these statements.

#### MAPLE GROVE TOWNSHIP BALANCE SHEET FIRE & AMBULANCE VOTED FUND MARCH 31, 2006

#### **ASSETS**

Cash Delinquent Taxes Receivable	161,241 	104.044
TOTAL ASSETS	-	<u>161,241</u>
LIABILITIES AND FUND BALANCE		
Liabilities None	-	
Fund Balance - Undesignated	161,241	
TOTAL LIABILITIES AND FUND BALANCE		161.241

#### MAPLE GROVE TOWNSHIP STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE - BUDGET & ACTUAL FIRE & AMBULANCE VOTED FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Budget	Actual	Variance Favorable Unfavorable
REVENUES			
2005 Tax Roll	32,000	34,177	2,177
Interest	130	605	475
Sale of Equipment	-	1,600	1,600
Total Revenues	32,130	36,382	4,252
EXPENDITURES			
Supplies & Equipment	25,000	3,066	21,934
Fire Board	21,000	21,000	21,004
Ambulance Board	19,000	19,000	_
Total Expenditures	65,000	43,066	21,934
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(32,870)	(6,684)	26,186
OTHER FINANCING SOURCES (USES) Transfers from General Fund	40,000	40,000	
EXCESS OF REVENUES & OTHER SOURCES (USES) OVER (UNDER) EXPENDITURES &			
OTHER USES	7,130	33,316	26,186
FUND BALANCE - Beginning of Year	127,925	127,925	<del>-</del>
FUND BALANCE - End of Year	<u> 135,055</u>	161,241	26,186

The Notes to Financial Statements are an integral part of these statements.

#### MAPLE GROVE TOWNSHIP BALANCE SHEET WILCOX CEMETERY FUND MARCH 31, 2006

#### **ASSETS**

Cash Investments	7,000 11,726	40.700
TOTAL ASSETS		<u>18,726</u>
<u>LIABILITIES AND FUND BALANCE</u>		
Liabilities None	-	
Fund Balance Reserved for Perpetual Care Undesignated	13,458 <u>5,268</u>	
TOTAL LIABILITIES AND FUND BALANCE		18,726

#### MAPLE GROVE TOWNSHIP STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE - BUDGET & ACTUAL WILCOX CEMETERY FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES Interest - Net of Market Value Adjustment Burial Fees & Sale of Lots Total Revenues	540 2,700 3,240	560 3,065 3,625	20 <u>365</u> 385
EXPENDITURES Cemetery Care	11,700	10,562	1,138
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(8,460)	(6,937)	1,523
OTHER FINANCING SOURCES (USES) Transfers From General Fund	6,000	6,000	<u>-</u>
EXCESS OF REVENUES & OTHER SOURCES (USES) OVER (UNDER) EXPENDITURES & OTHER USES	(2,460)	(937)	1,523
FUND BALANCE - Beginning of Year	19,663	19,663	
FUND BALANCE - End of Year	17,203	18,726	1,523

The Notes to Financial Statements are an integral part of these statements.

#### MAPLE GROVE TOWNSHIP BALANCE SHEET ROADS VOTED FUND MARCH 31, 2006

#### **ASSETS**

Cash Delinquent Taxes Receivable	34,322 	
TOTAL ASSETS	_	34,322
LIABILITIES AND FUND BALANCE		
Liabilities None	-	
Fund Balance - Undesignated	34,322	
TOTAL LIABILITIES AND FUND BALANCE		34.322

#### MAPLE GROVE TOWNSHIP STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE - BUDGET & ACTUAL ROADS VOTED FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
2005 Tax Roll	32,000	34,177	2,177
Interest	220	206	(14)
Total Revenues	32,220	34,383	2,163
EXPENDITURES			
Road Improvements	5,000	-	5,000
Road Maintenance	72,000	70,820	1,180
Dust Control	24,000	13,737	10,263
Total Expenditures	101,000	84,557	16,443
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(68,780)	(50,174)	18,606
OTHER FINANCING SOURCES (USES) Transfers From General Fund	40,000	40,000	
EXCESS OF REVENUES & OTHER SOURCES (USES) OVER (UNDER) EXPENDITURES & OTHER USES	(28,780)	(10,174)	18,606
FUND BALANCE - Beginning of Year	44,496	44,496	<u>-</u>
FUND BALANCE - End of Year	<u> 15,716</u>	34,322	18,606

The Notes to Financial Statements are an integral part of these statements.

# MAPLE GROVE TOWNSHIP STATEMENT OF CHANGES IN ASSETS & LIABILITIES TRUST & AGENCY FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

	Balance 4-1-05	Additions	Deductions	Balance 3-31-06
<u>ASSETS</u>				
Cash	-	909,133	909,133	-
<u>LIABILITIES</u>				
Due to General Fund	-	-	-	-

#### MAPLE GROVE TOWNSHIP 2005 TAX ROLL RECONCILIATION MARCH 31, 2006

	Tax Roll	Collections	Delinquent
County Operating, Drain & SET	472,474	436,900	35,574
Intermediate School Districts - Barry - Eaton - Calhoun	8,602 118,261 2,730	7,532 107,349 2,730	1,070 10,912 -
School Districts - Maple Valley - Hastings - Bellevue	219,952 34,136 3,933	200,067 29,530 3,933	19,885 4,606
Putnam District Library	17,150	15,519	1,631
Maple Grove Township - Operating - Fire & Ambulance Voted - Administration Fees - Roads	32,272 34,269 9,795 34,269	29,226 31,010 8,940 31,010	3,046 3,259 855 3,259
Total Taxes	987,843	903,746	84,097
Interest and Other		637	
Total Collections		904,383	
Remitted To: Barry County Maple Valley Schools Hastings Schools Bellevue Schools Barry ISD Calhoun ISD Eaton ISD Maple Grove Township Putnam District Library		437,432 200,067 29,530 3,933 7,532 2,730 107,349 100,291 15,519	
Total Remittances		904,383	

The Notes to Financial Statements are an integral part of these statements.

## MAPLE GROVE TOWNSHIP DETAILED SUMMARY OF EXPENDITURES & TRANSFERS GENERAL FUND FOR THE FISCAL YEAR ENDED MARCH 31, 2006

Township Board			
Trustees' Salaries		3,840	
Insurance & Bonds		2,789	
Postage		963	
MTA Dues		687	
Office & Printing		1,021	
Professional Fees		1,021	
Miscellaneous	_	3,846	_
Total	11,600	13,146	(1,546)
Total	11,000	10,140	(1,040)
Supervisor			
Salary		9,000	
Mileage & Phone	-	900	-
Total	10,000	9,900	100
Assessor			
Wages		6,130	
Reappraisal		-	
Software & Supplies			
Total	6,400	6,130	270
Elections		4 000	
Wages		1,098	
Other		1,184	(000)
Total	2,000	2,282	(282)
Clerk			
Salary		10,260	
Mileage & Phone		240	
Miscellaneous	_	240	_
Total	10,840	10,500	340
Total	10,040	10,000	040
Board of Review	925	825	100
Treasurer			
Salary		9,760	
Mileage & Phone	<u>-</u>	240	_
Total	10,000	10,000	

The Notes to Financial Statements are an integral part of this statement.

### DETAILED SCHEDULE OF EXPENDITURES & TRANSFERS - GENERAL FUND Page 2

Township Hall Telephone Fuel & Utilities Township Improvement Miscellaneous Total	7,050	272 2,638 2,095 362 5,367	
Union Cemetery	4,000	3,400	600
Library Board	1,500	1,583	(83)
Other Activities			
Retirement	7,500	6,866	
Insurance	750	506	
Payroll Taxes	3,500	3,191	
Recycling	4,000	4,000	
Other	10,800	<u> </u>	
Total	26,550	14,579	11,971
Transfers			
Cemetery Fund	6,000	6,000	
Fire & Ambulance Voted Fund	40,000	40,000	
Roads Voted Fund	40,000	40,000	<u>-</u>
Total	86,000	86,000	-
TOTAL EXPENDITURES &			
TRANSFERS	<u>176,865</u>	<u>163,712</u>	<u> 13,153</u>

Foote and Lloyd

CERTIFIED PUBLIC ACCOUNTANTS TWO WEST MICHIGAN, SUITE 210 BATTLE CREEK, MI 49017 TELEPHONE (269) 962-7518 FAX (269) 962-7510

CHARLES W. FOOTE \*DONALD L. LLOYD ---GLEN C. SAUER MEMBERS: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

MICHIGAN ASSOCIATION CERTIFIED PUBLIC ACCOUNTANTS

\*FLORIDA INSTIUTE OF CERTIFIED PUBLIC ACCOUNTANTS

To the Supervisor and Board Maple Grove Township Barry County, Michigan

This letter is being written as part of the audit for the year ended March 31, 2006, of the financial records of Maple Grove Township, Barry County, Michigan. We have uploaded an electronic copy of the audit to the State of Michigan. Your Annual Fiscal Report is enclosed and should be signed and filed with the state right away.

BUDGETS: The Township was in substantial compliance with the Uniform Budgeting Act and your budget document was in good form. Amendments were made during the year to the General Fund budget as necessary.

We wish to thank you for the opportunity of serving you again this year and for the cooperation and assistance we received from all contacted during the audit. Please feel free to call us if you have any questions or need assistance.

CERTIFIED PUBLIC ACCOUNTANTS

Foote and Lloyd

Battle Creek, Michigan June 22, 2007